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Office Memorandum / UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 1 September 1955

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FROM : Acting Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report No. 35
23 to 30 August 1955This document part of classified
integrated file. NAME CHECK required
prior to individual classification action.I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMSA. Projects under Preparation:

1. Revision of CIA [REDACTED]
2. Revision of TR RM O-1, Glossary of Intelligence Terminology
3. Revision of OTR Regulation prescribing the coverage and format of the Weekly Activity Report
4. Revision of OTR Regulation establishing the Training Materials Registry
5. Revision of OTR Regulation prescribing the procedure for the dissemination of training materials to other Agency components
6. Preparation of an OTR Regulation establishing a Speaker Index
7. Revision of OTR procedure for securing estimates of annual training requirements
8. Arrangements for briefing of OTR personnel by the major components of DD/I and DD/S

B. Capacity of JOT Program to Offset the Effects of Attrition of Agency Professional Personnel:

A staff study was completed for the Director of Training concerning the utilization of the JOT Program as a means of ensuring the induction of highly qualified, properly trained individuals into the future intelligence vacancies of DD/I and DD/P.

C. Project USEFUL:

Twenty-four military officers have been selected to attend this project which begins on 19 September 1955.

D. Position Descriptions:

Mr. [REDACTED] Personnel Office, has completed his audit of the position descriptions for the Staff. The Office of Personnel form authorizing the Table of Organization and position classifications has not been forwarded by Mr. [REDACTED]

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E. Management Staff Survey of SR [] Training Programs:

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The survey has been completed by a Management Staff representative who has prepared a report in draft which will be presented to the Chief, Management Staff, on his return from leave. No indication has been received from the Management Staff that OTR assistance in the preparation of the final report will be required.

F. Agency New Building Requirements:

A revised classroom requirements list was submitted to the Subcommittee on Building Requirements. A hearing will be held on the revised requirements by the Committee during the next week.

G. Newsletter:

The Director of Training approved the present format of the Newsletter.

H. Personnel:

Mr. [] has assumed responsibility as the Acting Chief of the Plans and Policy Staff during the absence of []

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